

Help Wanted

Assistant Director of Operations for The Tuscola Peer Center

Please apply in person if interested in at

406 West Frank Street

989-589-5820

Or

989-589-5824

Ask for Shelly

Job Description: Drop-In Center Assistant

Overview:

The assistant director is a back-up to the director. The assistant director must be versatile, confident, patient, flexible, and non-judgmental. Operations demand both professionalism and people skills. Good assistant directors need to understand how to make difficult ethical decisions, seek assistance if needed and are not afraid of learning or new experiences. Good social and office skills are helpful, as well as the ability to self-direct and maintain focus on multiple tasks. On-the-job training is provided.

Education:

- High School Diploma/GED is preferred, but not necessary
- Attend annual Recipient Rights trainings offered by the local CMH

Operations:

- Arrive at work on time and be prepared for the day
- Interacting with and providing peer support to the center members
- Upholding dignity and respect of members
 - Refrain from talking negatively to/about coworkers or members
 - Keeping members' information confidential
- Encourage members' independence and personal growth
- Maintain a welcoming atmosphere, clean the area regularly and keep it trauma free
- Assist the director in setting the center agenda
- Providing referrals (if directed) to necessary community services and agencies
- Completing other assigned duties as requested by the Director

Finances:

- Maintaining receipts from purchases
- Soliciting donations and sponsorships for the center

Administrative:

- Reporting to the Director
- Handling correspondence and tax-exempt donation letters if designated to do so
- Inventorying and ordering supplies if designated to do so
- publicly representing the drop-in to various community agencies and possibly workshops

Quarterly/Year-End Reports:

- Compiling information for reports including special events, community contacts, feedback and other areas reflecting how the drop-in has reached or attempted to reach its objectives
- Delivering reports to funding agency
- Maintaining statistical information for drop-in center programs

*Other duties as necessary to ensure quality and ethical services are delivered by the organization.